





CAMPUS STUDENT ORGANIZATION

Application for Recognition

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

The following steps must be completed BEFORE submitting this Application for Recognition:

- The club has obtained at least 10 members.
- There is a full-time CTC faculty/staff member designated as Sponsor.
- A Constitution and a complete list of Bylaws have been filed with the Director of Student Life and Activities.

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I do hereby certify that the conditions for "official recognition" have been completed and agree to abide by the rules and regulations of this organization and of Central Texas College.

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Date

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I have read the Constitution and Bylaws for the above-mentioned student organization and give my approval for its recognition as an officially recognized student organization.

\_\_\_\_\_  
Director of Student Life and Activities

\_\_\_\_\_  
Date

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As President of the CTC Student Government Association, I do hereby certify that the abovementioned student organization has been voted on and approved by the General Assembly to an "officially recognized" student organization with all the rights and privileges thereto appertaining.

\_\_\_\_\_  
President, Student Government Assn.

\_\_\_\_\_  
Date





1. Complete Sponsor Acknowledgement Statement and Return to Student Life and Activities	September 16	At time of establishing of the new club.
2. Register for the in-person workshop (sponsor and officers) through the CTC online calendar by using the following link <a href="http://www.ctcd.edu/calendar/index.htm">http://www.ctcd.edu/calendar/index.htm</a>	September 16	January 30
3. Attend the in-person workshop, which also includes a section on Disability Services	Date TBA (end September/ beginning October)	Date TBA (beginning October)
4. Provide a current membership roster to the Student Life and Activities Office	October 15	February 15
5. Complete the Online Follow up Survey	November 1	March 1
6. Train all Clubs/Organization's members and keep a sign-in roster	November 1	March 1
7. Submit a copy of the member training sign-in roster to the Student Life Office.	November 10	March 10

All documentation has to be maintained by club sponsor for a period of **three** years. Copies of the documentation have to be forwarded to the Student Life Office as well. Please be aware that not meeting the requirements above may result in Club sanctions to include suspension and possible removal of Club status by Central Texas College.

## How to Write a Constitution

A constitution contains the basic rules of the organization. It is important to be clear and precise, but not overbearing. This constitution should be broad, while the by-laws should contain specific regulations. The constitution should contain all the elements included in the format shown over the next few pages. However, this is just a model and each organization is free to adjust the contents to meet the needs of the group.

### Title

Constitution for the \_\_\_\_\_

### Preamble

### Article I

Name of the Organization

### Article II

Objectives or Purpose of Organization

### Article III

Membership

### Article IV

Officers

### Article V

Meetings

### Article VI

Committees

### Article VII

Finances

### Article VIII

Amendments

Date of Ratification or Revision

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Director, Student Life Activities

\_\_\_\_\_  
Organization Sponsor

\_\_\_\_\_

Constitution for the ABC Organization

**Preamble**

We, the members of the ABC Organization, do establish and function with the purpose of furthering the \_\_\_\_\_ profession and our educational goals with respect to the rights of all students, enjoying liberties regardless of race, religion, creed, sex, national origin, sexual preference, or veteran’s status, and conforming to the rules and regulations set forth by Central Texas College.

**Article I**

The name of this organization shall be \_\_\_\_\_.

**Article II The**

purpose of this organization shall be to

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**Article III Membership**

**Section I.** Membership shall be open to any currently enrolled student at CTC. No one shall be denied membership based on sex, handicap, race, creed, religion, age, national origin, sexual orientation, or veteran’s status .

**Section II.** Dues.

**Article IV**

**Officers**

**Section I.** This organization shall have \_\_\_\_ executive officers and nonlimited active members.

**Section II.** The term of office for all elected officials shall be one calendar year beginning on the second Monday of November and ending the following year on the second Monday of November.

**Section III.** The title of the executive officers shall be:

President	Treasurer
Vice President	Parliamentarian
Secretary	

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**Section I.** A quorum shall consist of at least one officer and \_\_\_ percent of the active membership in good standing.

**Section II.** Meetings shall be held date/time/place.

**Section III.** Emergency meetings shall be called when deemed necessary by a majority of the executive officers.

**Article VI**  
Committees

**Section I.** Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.

**Section II.** Authority of appointment or commission

**Section III.** Duties and responsibilities.

**Article VII**  
Finances

**Section I.** Authorization for withdrawal of funds.

**Section II.** What to do with funds if club becomes inactive.

**Article VIII**  
Amendments

**Section I.** Require two-thirds vote of those present and voting at an official meeting.

Section II. All amendments must be ratified by \_\_\_ percent of active members.

This constitution was (adopted, revised, passed) on the \_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Director, Student Life Activities

\_\_\_\_\_  
Organization Sponsor

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**MODEL BY-LAWS**

By-laws for the ABC Organization  
Adopted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Article I**  
Duties of the Officers

- Section I.** President
- Section II** Vice President
- Section III** Secretary
- Section IV** Treasurer

**Article II**  
Nomination of Officers

- Section I.** Nomination of Individuals
- Section II.** Qualification of Officers

**Article III**  
Election of Officers

- Section I.** Date of election
- Section II** Manner of election
- Section III** Counting of votes
- Section IV** Impeachment procedures

**Article IV**  
Meetings

- Section I.** A quorum shall consist of at least one officer and \_\_ percent of the active membership in good standing.
- Section II.** Meetings shall be held date/time/place.
- Section III** Emergency meetings shall be called when deemed necessary by a majority of the executive officers.

**Article V**  
Committees

- Section I.** Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.
- Section II.** Authority of appointment or commission.
- Section III.** Duties and responsibilities.